

2026 MCB Hawaii SkillBridge Information & Sample Package



References:

SkillBridge Contact Information:

Location: Bldg. 244, TRP Admin Office, MCBH Kanoehe Bay, HI

Phone: 808-496-4910 /4907 Email: MCBH.SKILLBRIDGE.SMB@usmc.mil

<u>Title 10, section 1143</u> is a statutory law that governs the armed forces- Employment Skills Training, such as SkillBridge.

DoDI 1322.29 is the DoD SkillBridge Program policy, and it was published in 2014.

<u>MARADMIN 280/24</u> is the interim guidance on the Implementation of the Skillbridge Program, published in 2024 by HQMC. It provides updated guidance for program participation requirements and standards.

NAVMC 1700.2B is guidance for the SkillBridge Program that was published in 2022 by HQMC. The NAVMC provides guidance for the SkillBridge Program and it's reporting requirements.

What is SkillBridge?

The DOD SkillBridge program is an opportunity for active-duty military members to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of active-duty service for up to 90-120 days depending on the prescribed category you fall within. SkillBridge is designed to facilitate the transition of eligible Marines into civilian sector occupations and careers with reasonable expectation and high probability of post-service employment and comparable living wage.

What are the eligibility requirements to attend SkillBridge?

- 1. Complete 180 continuous days on active duty and expect to separate from the Marine Corps within 120 days from the date of commencement.
- 2. Marines are not authorized extensions of obligated service to complete a SkillBridge program.
- 3. Complete Transition Readiness Program (TRP) requirements
- 4. Marines enrolled in the Individual Disability Evaluation System (IDES) or assigned to the Wounded Warrior Transition Program (WWTP) with an unknown separation date may participate in accordance with DoD Instruction 1300.25 CH 1, Guidance For the Education and Employment Initiative (E21) and Operation Warfighter (OWF).
- 5. Receive command approval to participate in SkillBridge program.

What is the maximum number of days I can take? There is a three category system that prescribes the maximum number of days Marines may participate in SkillBridge.

Category	Rank	Days	Approval Authority
Category I	E1-E5	Up to 120 days	CO, LtCol and above
Category II	E6-E7, WO-CWO3, O1-O4	Up to 90 days	CO, LtCol and above
Category III	E8-E9, CWO4-CWO5, O5 & above	Up to 90 days	General Officer

Can I take PTAD or leave in conjunction with SkillBridge? PTAD or leave in conjunction with SkillBridge is authorized. However, the combined period of absence must fall within the applicable three category timeline/duration limits. You are not authorized to take leave on the front end of your authorized PTAD (Transition PTAD, S-PTAD). All authorized PTAD must be executed prior to any authorized leave (Terminal Leave). If you would like to take leave prior to an authorized period of PTAD you will have to take annual leave through your command. When you physically return from annual leave you can complete your checkout process with IPAC Outbound.

Who can approve SkillBridge? Commanders in the grade of Lieutenant Colonel and above are designated as the approval authority for Categories I and II. General Officers are designated as the approval authority for Category III, and Category III participation cannot result in a gapped billet. By direction approval is not authorized.

Who can terminate SkillBridge? The approval authority may terminate participation for reasons of military necessity and/or unsatisfactory participation. Upon notification that participation is terminated, the Marine must immediately withdraw from the program, notify the installation SkillBridge point of contact (see page #1), and report back to the parent command.

What documents are in an approved SkillBridge Package?

- 1. MCB Hawaii Skillbridge Program Checklist
- **2.** Finalized EForm (DD form 2648)
- 3. Signed Command Recommendation / Authorization Letter (Signed by OIC)
- 4. SkillBridge Program Organization / Company Acceptance Letter (to include training plan)
- 5. NAVMC 1320/1 USMC SkillBridge Packet Checklist
- 6. NAVMC 1320/2 USMC SkillBridge Participant Screening
- 7. Page 1 of your BIR from MOL with your EAS / EOS date visible *Page 4 retirement date for Retirees*
- **8.** Submission of approval to servicing Installation Personnel Administration Center (IPAC) via the Outbound Interview (OBI) in Marine Online (MOL).
- **9.** Complete SkillBridge Ethics for Marines (MFRSBMAR01) MarineNet Course, or an equivalent, within 12 months prior to the program start date.

When should I turn in my Approved SkillBridge package to IPAC? All approved SkillBridge packages should be turned into the IPAC as soon as they are approved but no later than 10 working days prior to the planned departure date. IPAC Outbound only needs your SkillBridge package if you are not returning following the completion of your SkillBridge program (SkillBridge in conjunction with Terminal Leave / SkillBridge takes you to your EAS).

What documents must I have uploaded to my Outbound Interview to checkout with IPAC?

- Approved SkillBridge Package
- Commanding Officer's EAS interview
- Memorandum from the Medical Officer showing the final physical date and final dental examination date.
- STR (DD Form 2963) (If the records are digital, the STR must state that the medical and dental records are digital).
- TRS to include Capstone signature (DD form 2648)
- DD Form 2656 (SBP Form) Data for payment of retired personnel form (Retirees Only)

SkillBridge Permissive Temporary Additional Duty (S-PTAD)

- Marines participating in SkillBridge will be accounted for in a S-PTAD status, the maximum Permissive Temporary Additional Duty (PTAD) limit of 30 days does not apply.
- The requirement to return to the parent command after S-PTAD is subject to commander's discretion. The command should consider circumstances such as the location of the SkillBridge program compared to the location of the Marine's parent command to determine if the Marine should return to the parent command.
- The use of PTAD as defined by MCO 1050.3J, Regulations for leave, Liberty and Administrative Absence, for SkillBridge participation is inconsistent with the definition and restrictions of PTAD. S-PTAD will be reported via MOL as PTAD in 30-day increments. In the future, a Marine participating in SkillBridge will be accounted for in a
 - S-PTAD status and it will be a separately defined category of absence.
- S-PTAD will only be reported in MOL if the Marine is returning following the completion of their SkillBridge Program. If the Marine is taking SkillBridge in conjunction with Terminal Leave the IPAC will report the S-PTAD and Terminal Leave. The S-1 should NOT create PTAD or Leave requests in MOL if the Marine is taking S-PTAD in conjunction with Terminal Leave.

Marine returns to the command following the completion of SkillBridge

The Marine departs MCBH within 90-120 days of EAS on S-PTAD and returns to MCBH upon completion of their authorized SkillBridge program to later execute the separations process and receive their Orders and DD-214.

Entitlements associated with this option are as follows:

- Basic Allowance for Housing (BAH)

- Marines already authorized and entitled to BAH at the without dependent rate, or BAH at the with dependent rate, will continue to receive BAH based on the current Permeant Duty Station (PDS) zip code.
- o If Marines remain assigned to single type, (i.e., unaccompanied/bachelor government quarters) while in an S-PTAD status, the Marine will continue to receive partial BAH.

- Continental United States Cost of Living Allowance (CONUS COLA)

 Marines assigned to a CONUS PDS previously in receipt of CONUS COLA will continue the allowance uninterrupted.

- Discount Meal Rate (DMR)

 DMR is credited during S-PTAD via MOL upon completion of each 30-day period for Marines assigned to single type government quarters with a DMR deduction for Basic Allowance for Subsistence, per MCO 10110.47A.

- Marine Online (MOL) Guidance

- The command is responsible for reporting the S-PTAD in MOL.
- O It is important that commands utilize MOL to route PTAD requests in 30-day increments and **not** default to placing a Marine in a TAD Excess status for the duration of the SkillBridge program. When the 30-day increments of PTAD have been approved and executed, MOL will generate an entry to credit the Marine Discounted Meal Rate for the period of executed PTAD. This will be standard practice until systems and references support full reporting of S-PTAD as a separate reporting code in a single increment. ***

Execute SkillBridge to EAS and will not return to the command

The Marine departs MCBH within 90-120 days of EAS on S-PTAD and completes the separation process with IPAC Outbound prior to permanently departing from MCBH. This includes receiving their Orders, DD-214, and **will not** return to MCBH.

Entitlements associated with this option are as follows:

- Basic Allowance for Housing (BAH)

- o Marines entitled to BAH at the without dependent rate, or BAH at the with dependent rate continue to receive BAH based on location of current PDS zip code.
- Marines permanently departing the PDS and previously assigned to single type government quarters rate BAH at the without dependent rate at the PDS zip code beginning the first day of S-PTAD.
- Housing allowance for Marines stationed OCONUS (excluding Hawaii and Alaska) is based on the location of the appropriate separating site (e.g., Camp Pendleton, Camp Lejeune), or alternate separation site approved by Headquarters Marine Corps.

- Continental United States Cost of Living Allowance (CONUS COLA)

 CONUS COLA is stopped on the first day of S-PTAD for Marines with a CONUS PDS previously authorized CONUS COLA.

- Discount Meal Rate (DMR)

 DMR is stopped upon commencement of S-PTAD for Marines previously assigned to single type government quarters with a DMR deduction for Basic Allowance for Subsistence.

- Special Duty Assignment Pay (SDAP)

 Marines in receipt of SDAP participating in the SkillBridge program no longer qualify for SDAP.

- Marine Online (MOL) Guidance

- o IPAC Outbound is responsible for reporting the S-PTAD and terminal leave entries.
- O not put requests for S-PTAD or leave in MOL, this causes issues in the Outbound Interview when calculating the Marines leave balance.

Marines will not be given their orders or DD-214 until their scheduled detach date. Any incomplete checkout requirements will cause a delay in their departure. Marines are welcome to call the Separations or Retirements section regarding any questions or concerns they have at any point in their process.

Access your NCMIS Education Portal https://myeducation.netc.navy.mil

STEP 1: Select "Upload File" icon and upload copies of the required documents into your secure

NCMIS profile.



STEP 2: Start a new application with "Create New Application" button and select "I Accept" when prompted

thur Skillbidge Application STEP 3: Provide name of installation Connecting Office or appropriate Office in Charge has final disclaim regarding originity and participation where SkillBridge counselling occurred Derplay Stireton West Phone Older Phone Personal Phone of Mark Hallester melviss-1943 (SOF) Rises, Northwele Add States STEP 4: Search for and select ERROPE ID West Street Penensi Ered Ethniche 10055500 im suichtbook on SkillBridge Organization interfaces from 18 **Harrison** STEP 5: Search for and select SkillBridge Program Location (this list de Agrecor is required. populates based on the selection from Provider Point of Clarket Orosekotion Step 4) Mildridge Program Locatio STEP 6: Fill in all remaining blank fields. Include all required fields. Functional Associate Family Coontrally Types Required fields: Location (on base/off base). Program start/end date. Nearest Installation from SkillBridge **Program Location**

STEP 7: Add Authorizing Authority using green "+Add Approver" button
Authorizing Authority must be the Commanding Officer (CO) or Officer in Charge (OIC) of your
command. Official Email required. Any attempt to send to an unauthorized approver is subject to
UCMI.

STEP 8: Review Application for accurate inputs. Once complete, select "Submit" button at bottom right of the form. Confirm submission when prompted.





2026 MCB Hawaii SkillBridge Program Checklist

Full Name (Las	t, First, M):			Rank:
DOD ID #:		NCMIS Application ID #:		_ EAS Date:
Unit:		Phon	e #:	
Email (Personal	and work):			
<u>Eligibili</u>	ty for final review o	of the SkillBridge pack	age, the	following must be complete:
	SkillBridge Program Or Signed NAVMC 1320/2 Signed NAVMC 1320/2 Finalized DD2648 - Cap Ethics Brief Completio	horization Letter (Signed by rganization / Company Acce 1: USMC SkillBridge Packet (2: USMC SkillBridge Participa pstone completion on Certificate	ptance Lette Checklist ant Screening	-, -
OoD SkillBridge	Organization:			
SB Point-of-Con	tact (POC) Name:			
SB POC Phone #	t:	SB POC Emai	l:	
odging Locatio	n for SB Duration:			
otential Start	Date:	Potentia	End Date: _	
DATE SUBMITT	ED IN NCMIS:			
OR TRANSITIO	N READINESS PROGRAM	1 OFFICE USE ONLY		
Checklist Recei	ved By:		Da	te Received:
Notes:				





DoD SkillBridge Guide

Thank you for your interest in the DoD SkillBridge Program. SkillBridge offers training, apprenticeship, and internship programs to learn high-demand and industry-specific skills to prepare participants for securing employment before exiting the military. Programs provide a job interview, placement, or certification to enhance entry into the civilian workforce.

Eligibility Overview: The DoD SkillBridge Programs are available to transitioning military Service Members within their last 180 days of active duty. Service Members must have the required time remaining on their contract to complete the program, have completed TRS, and received command approval. Extensions to complete SkillBridge (SB) are not authorized.

References: DoDI 1322.29 and NAVMC 1700.2

Step by Step:

- 1. Attend the Mandatory Skillbridge and NCMIS Application Brief. (Schedule is available at https://hawaii.usmc-mccs.org/marine-family- support/transition-readiness/skillbridge). At this brief you will:
 - Review the Skillbridge Application process
 - Receive guidance on researching two or more Skillbridge Opportunities
 - Create your NCMIS account. (https://myeducation.netc.navy.mil/)
- 2. Continue to research and identify a SkillBridge opportunity. To research current DoD SkillBridge programs, locations, and for more information, visit the Department of Defense SkillBridge website at: https://skillbridge.osd.mil/organizations.htm Search Authorized Organizations not Locations.
- **3.** Contact desired companies / organizations to inquire about the potential SkillBridge opportunities.
 - Reach out directly to the company or organization to determine if the opportunity aligns with your career goals.
 - Ask about the requirements, action items, due dates, and selection process for the program.
 - Apply directly to the SkillBridge Organization / Company of your choice. Work with them for approval.
 - The company or organization must provide an acceptance letter or a conditional acceptance letter.

Note: Some SkillBridge opportunities may require command approval prior to acceptance. If this applies to the opportunity you are interested in, please contact your SB coordinator for further assistance.

- **4.** Complete SkillBridge Application Packet (Available at https://hawaii.usmc-mccs.org/marine-family-support/transition- readiness/skillbridge) and create NCMIS Application
- 5. Upon receiving Command recommendation, upload the completed package to NCMIS and email the MCBH SkillBridge inbox MCBH.SKILLBRIDGE.SMB@usmc.mil that your package has been uploaded and is ready for review and final approval NLT 30 days prior to the course start date.
- **6.** Once any corrections are made and the application is reviewed, the application will be forwarded to the approving authority in NCMIS for final approval.
 - **Approving authority must be Commanding Officer for categories one & two, General Officer for category three**
- 7. Upon approval, approval receipt will be issued in NCMIS and checkout process with IPAC can take place.

For more information, please call 808-496-4910, email mcbh.skillbridge.smb@usmc.mil or visit the Transition Readiness Program Office

USMC SKILLBRIDGE PACKET CHECKLIST

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on this form. Please read it before completing the form.

AUTHORITY: 10 U.S.C., Chapter 58; 10 U.S.C. 8041 Subtitle C; and E.O. 9397 (SSN), as amended; and SORN M01754-4.

PRINCIPAL PURPOSE: The primary purpose of this form is to support participation in the Marine Corps SkillBridge Program. Information will be used to determine eligibility and enrollment.

ROUTINE USES: Information will be accessed by Marine Corps SkillBridge personnel with a need to know in order to meet the purpose. Information may be disclosed to individuals or organizations authorized to provide services to the participant. A complete list and explanation of the applicable routine uses is published in the authorizing SORN available at: https://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570629/m01754-4/

DISCLOSURE: Providing information is voluntary; however, failure to provide the information will result in an inability to participate in the SkillBridge Program.

RECORDS MANAGEMENT: This form shall be managed in accordance with record schedule 1000-34, "General Correspondence (Military Personnel)" of SECNAV M-5210.1. TEMPORARY: Cutoff at CY. Destroy when 3 years old.

GENERAL INFORMATION

DoD SkillBridge Program provides transitioning Service members with the opportunity to develop job training and employment skills, including preapprenticeships, apprenticeships, and internships. SkillBridge is designed to facilitate the transition of eligible Service members into civilian sector occupations and careers with reasonable expectation and high probability of post-service employment and comparable living wage. SkillBridge is not to be used to further civilian education or for experiential purposes. Securing meaningful employment is the desired outcome of the program. Commanders in the grade of Lieutenant Colonel and above, are designated as the approval authority for SkillBridge requests. A Marine serving in a joint organization must receive approval from the first O6 with NJP authority in their joint organization chain of command. This cannot be delegated. SkillBridge applications will follow the three-category timeline. The following timelines indicate the maximum amount of time a commander may approve SkillBridge participation prior to separation or retirement date: Category I (E1-E5) - up to 120 days, Category II (E6-E7, WO-CWO3, and O1-O4) - up to 90 days, and Category III (E8-E9, CWO4-CWO5, O5 and above) - up to 90 days. Category III classification is critical low-density billets which require a General Officer (GO) approval and certification that participation will not result in a gapped billet.

SERVICE MEMBER INFORMATION									
Rank	Name (Last, First, MI)			urrent Unit Se			aration/Retirement Date		
Government Email Civilian Email Nar						Approved Employer? Yes No			
SkillBridge Training Address / Phone Number				Residential Address during SkillBridge Participation					
This package conta	ins the following	j :							
1) NAVMC 132	0/1: USMC Skill	Bridge Packet Checklist			4) SkillBridge and Ethics Brief Verification				
2) NAVMC 1320/2: USMC SkillBridge Participant Screening					5) SkillBridge Provider Acceptance Letter				
3) Completed DD Form 2648 (eForm)					6) Commander's Aut	thorization Letter (En	dorse	ements as applicable)	
Application Review	ed and Verified	by Installation SkillBridge	Coordinat	or					
Position	Name (Last, F	rst, MI)	Signature	;		Phone		Email	
TRP Manager	Shields, Tennille				808-496-4910		tennille.shields@us mc.mil		
SkillBridge Application Reviewed by Senior Enlisted Advisor									
Rank	Name (Last, F	rst, MI)	Signature	;		Phone		Email	
	*								
SkillBridge Application Reviewed by Company Commander or equivalent									
Rank	Name (Last, F	rst, MI)	Signature)		Phone		Email	

NAVMC 1320/1 (01-25) (EF)

CUI (when filled in)

Page 1 of 1

USMC SKILLBRIDGE PARTICIPANT SCREENING

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APPLICANT INFORMATION								
Name (Last, First, MI)				Rank/Grade		Category		
Branch	DoD ID#	M	OS		Unit Phone #		Personal Email	
Installation		Major Subor	dinate C	omma	nd	Unit		
Prei	requisites		Yes	No		Remarks		
Expected to be released from AD within 180 days of starting the program with an Honorable Discharge, including General Discharge Under Honorable Conditions. Date:								
Completed all Transition Readiness Seminar (TRS) requirements (has a completed DD Form 2648 eForm). Date Completed:								
3. Has sufficient time remaining under contract to complete SkillBridge prior to established date of separation (EAS/ Retirement). Extensions to existing EAS are not authorized. Date of Separation:								
Has attended and completed the HQMC approved SkillBridge brief and ethics training within the last 12 months. Date Completed:			е					
Has contacted USMC designated SkillBridge Coordinator prior to NCMIS application. Date Completed:								

NAVMC 1320/2 (01-25) (EF)

CUI (when filled in)
Controlled by: USMC
CUI Category: PRVCY
LDC: DL ONLY
POC: MFPrivacy@usmc.mil

Page 1 of 2

STATEMENT OF UNDERSTAI	NDING OR RESPONSIB	ILITIES AND AUTHORIZATION	
Please read AND acknowledge the below statements indicating	your full understanding	of the policies and procedures.	
I. I have contacted the SkillBridge program POC to contact Navy College Management Information System (NCM)	onfirm the procedures for IIS) for the application su	participation and to ensure that I have th bmission process.	ne necessary access to
Participating Service members cannot receive from compensation for the time that the Service members s			er form of financial
I am fully aware there are limited seats, and acceptation via the SkillBridge provider's acceptance letter. If there after authorization from the Commander, I will not dep	re is no space available fo	or training with the DoD SkillBridge appro	oved industry partner
4. I fully understand the financial requirements to partimeals, parking, equipment, uniform, and/or housing contact hardship for me or my family.	cipate, and I voluntarily a osts associated with prog	ssume any additional costs that may occ ram participation. I attest this will not car	our including travel, use any financial
5. I will return any items on loan from the training provi	ider in good working orde	er.	
6. If the DoD SkillBridge approved industry partner req that I fully understand the utilization of my education by	juires use of my educatio enefits.	n benefits, I verify that I have met with ar	n Advisor to ensure
7. I understand that I must maintain satisfactory attend appearance, ethics, and accountability requirements.	Jance, progress, and safe	ety regulations throughout my enrollment	and adhere to military
8. I agree to adhere to the Commander's accountability industry partner training location will result in charges in	y plan. Unauthorized absunder the UCMJ.	sence or travel away from the DoD SkillB	ridge approved
9. I acknowledge that I have adequate housing, transp	ortation and financial res	ources for the duration of my SkillBridge	participation.
10. I authorize the use of both the application and emp	oloyment information for p	program statistical purposes.	
PARTIC	CIPANT ACKNOWLEDGE	EMENT	
I understand that the SkillBridge location is my appointed place of partner training, I must immediately contact my Commander and at no cost to the government.	of duty. If I am removed I installation SkillBridge (or withdraw from the DoD SkillBridge app Coordinator. I am to report immediately b	proved industry pack to my duty station
Participant Name (Print Rank, Name)	Signature	Phone	Date
Installation SkillBridge Coordinator Name (Print Rank, Name)	Signature	Phone 200 4010	Date
TRP Manager, Tennille Shields		808-496-4910	

NAVMC 1320/2 (01-25) (EF)

SkillBridge Program Acceptance Letter Requirements

The program acceptance letter from your SkillBridge opportunity will need to include the following program details:

- 1. Length of training (start and end dates)
- 2. Location
- 3. Service Member costs
- 4. Training topics

- 5. Assessment method
- Employment outcome (i.e. guaranteed interview, certifications, etc.)
- 7. SkillBridge partner POC information

If the acceptance letter is missing the required program details, you will be asked to provide a new letter and/or additional documentation.

Sample Letter with Required Program Details:

Date: (Date)

To: (Marine)

Offer/Acceptance:

The (company/organization name) would like to offer (Marine's name) a (*choose one*: internship, pre-apprenticeship/apprenticeship, employment skills training, or on-the-job training) opportunity.

Organization Overview:

(Provide a brief summary of the company/organization).

Training Details:

- **Start date:** (The start date of the opportunity).
- End date: (The end date of the opportunity).
- Working hours: (For example, Monday-Friday, 8am to 5pm with an hour for lunch)
- Location: (Physical address or specify if opportunity is remote).
- Service Member costs: (Define any out-of-pocket costs for the Marine or if there are no associated costs for the Marine).
- **Point of Contact:** (Name, title, phone, email, and role of the individual overseeing the day-to-day activities of the Marine).

Training Overview:

(Clearly describe the training topics and objectives of the opportunity. This portion can be supplemented with a document outlining the opportunity's training plan).

Assessment Method:

(Describe how the Marine's performance will be measured throughout the training program such as through grading rubrics, evaluations, etc.).

Employment Outcome:

(State the employment probability at the end of the opportunity such as a guaranteed interview, job placement, earned credentials, etc.).

Signature by Human Resource Manager/President

Name

Title



UNITED STATES MARINE CORPS

FIRST LETTERHEAD LINE
SECOND LETTERHEAD LINE
THIRD LETTERHEAD LINE
MCBH KANEOHE BAYHI 96863-3004



From: Address all correspondence to the activity head of an activity or fully identify an individual with their Full

Rank First M. Last EDIPI/PMOS USMC

To: SkillBridge Coordinator, Transition Readiness Program, Marine Corps Base Hawaii

Via: Commanding Officer, activity head's title and the activity's name, even if it is listed in the header

Subj: SKILLBRIDGE PROGRAM AUTHORIZATION REQUEST

Ref: (a) NAVMC 1700.2

(b) NAVADMIN 222/15(c) MARADMIN 350/18

Encl: (1) NAVMC 1320/1: USMC SkillBridge Packet Checklist

(2) NAVMC 1320/2: USMC SkillBridge Participant Screening

(3) SkillBridge Program Provider Acceptance Letter

(4) MCBH Completed SkillBridge Checklist

(5) Finalized Capstone DD2648 eForm

1. Per the refences and the enclosures, I respectfully request authorization to participate in the following SkillBridge program:

a. Name of training program: enter the training program name.

b. Length of the program: enter length of program.

c. Time requested for travel to separation site: enter requested travel time, limit to 1 day.

d. Location of the program: enter the City, State where the training program will be attended.

e. Lodging secured at location: enter the City, State where you plan to be lodged at while attending the classes.

f. Start date of class: enter the class start date.

g. End date of class: enter the class end date.

h. Check out location: enter the location where you plan to separate from.

2. I understand that participation in the SkillBridge program has no cost to the government and no reimbursement will be made by the government for participation in the SkillBridge program. I understand that in the event I am dropped from the course or recalled my command, all return cost inquired will be my sole responsibility.

- 3. I am requesting not to return to island upon completion of my program, I understand that I must complete all outbound requirements prior to my departure to the Skillbridge program. I will attach a copy of this request, my completed outbound sheet, final physical and Capstone DD Form 2648/eForm to the outbound interview in Marine On-Line prior to my departure to the SkillBridge program.
- 4. I can be further contacted for any questions or concerns at enter your phone number as 808-123-1234 or enter your personal email.



UNITED STATES MARINE CORPS

(COMPANY LETTERHEAD)

UNIT ###

FPO AP #####-####



From: Commanding Officer, (COMMAND)

To: (RANK, FIRST NAME, MIDDLE INITIAL, LAST NAME, EDIPI/MOS USMC)

Subj: REQUEST FOR (NAME OF SKILLBRIDGE PROGRAM), VOLUNTARY EMPLOYMENT SKILLS TRAINING PROGRAM IN THE CASE OF (RANK, FIRST NAME, MIDDLE INITIAL, LAST NAME EDIPI/MOS USMC)

Encl: (1) NAVMC 1320/1: USMC SkillBridge Packet Checklist

- (2) NAVMC 1320/2: USMC SkillBridge Participant Screening
- (3) SkillBridge Program Provider Acceptance Letter
- (4) Skillbridge Program Authorization Request Letter
- (5) Completed DD Form 2648 (eForm)
- (6) Ethics Brief Completion Page
- (7) Page 1 of BIR
- 1. (MARINE) is authorized to complete the (PROGRAM NAME) SkillBridge program in (LOCATION OF PROGRAM).
- 2. Contingent upon approval, this command will support (MARINE) in completing the program from (START DATE) to (END DATE). Lodging has been secured at (ADDRESS).
- 3. (MARINE) is required to coordinate out-processing and travel plan with (UNIT OR COMMAND)'s S-1 and the Installation Personnel Administration Center (IPAC) Outbound Section prior to departure.
- 4. I have verified that (MARINE) has satisfied all requirements for the SkillBridge opportunity and the program is DoD-approved as per enclosures (1) and (2) and has gained acceptance to the opportunity per enclosure (3).
- 5. (MARINE) IS or IS NOT authorized to fully check out prior to the start of the SkillBridge program and WILL NOT or WILL return to the unit for final out processing.
- 5. Point of contact at this command is RANK, NAME, PHONE NUMBER AND EMAIL

AUTHORIZED SIGNATURE